



# **ONE AND TWO FAMILY PLAN SUBMITTAL GUIDE**

## **Complete Guide**



## **SINGLE FAMILY RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS**

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**Forms - Find the following forms on the City web site at: <http://www.raleighnc.gov>**

City of Raleigh Permit Application  
Contractor Bond Form  
Contractor Change Form  
Contractor License Exemption Form  
Homeowner's Electrical Form  
Setback/Easement Agreement  
Residential Plan Review Checklist  
Residential Plan Re-Submittal (Field Revisions)  
Wake County Septic System Application  
Residential Site & Construction Requirements - Flood  
Residential Plan Summary Sheet  
Residential Log Sheet  
Residential Certified Plan Statement  
Redi-Review Plot Plan Information Block

## **SINGLE FAMILY RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS**

With the rapid growth of residential development continuing throughout the City of Raleigh, it is essential to both the Inspection's Department Plan Review staff and the applicant (contractor, owner and/or designer) that submittal and approval of building plans for Single Family Dwellings are reviewed and issued as efficiently as possible. To help make the plans submittal process understandable, the City of Raleigh offers this One and Two Family submittal guide. By spending a few minutes reviewing this guide prior to your submittal, you will help expedite your project through the plans review and permitting process.

Copies of all construction codes are available from the N.C. Department of Insurance by calling (919) 661-5880. The City of Raleigh zoning ordinances are available from the Planning Department at (919) 516-2626 or viewed at <http://www.raleighnc.gov>

The City of Raleigh has opened a Satellite Service Center to provide a more convenient way for the citizens of Raleigh to access city services. Listed below are the different services offered for residential construction:

- Paying re-inspection fees
- Business License renewal or new application for business license
- Single Family Construction Plans and Permit Application
- Permit issuance for:
  1. Small single story residential additions
  2. Decks
  3. Garages, accessory
  4. Interior alterations for Single-family dwellings
  5. Stand-alone electrical, heating, plumbing and building

### ***NEED HELP?***

For additional information, visit our web site at [www.raleighnc.gov](http://www.raleighnc.gov) or contact our staff at the following locations:

**Northeast Services Center  
Litchford Road Village Shopping Center  
8320-130 Litchford Road  
Raleigh, NC 27615**

Plans Examiners: David Mortimer @ 996-4204 or email  
[David.Mortimer@raleighnc.gov](mailto:David.Mortimer@raleighnc.gov)

Martin Velie @ (919) 996-4206 or email  
[Martin.Velie@raleighnc.gov](mailto:Martin.Velie@raleighnc.gov)

Becky Stockdale @ (919) 996-4205 or email  
[Becky.Stockdale@raleighnc.gov](mailto:Becky.Stockdale@raleighnc.gov)

## ON-LINE DEVELOPMENT CENTER

<http://onlinedevcenter.raleighnc.gov/devservices/>

Visit our On-Line Development Center via the City web site at <http://www.raleighnc.gov/permits> to access Plans Review Comments. A password is not required to access permit and plan review information. A transaction number or accurate street address information is required. From this site, the contractor can look at a projects' progress as well as see all permits issued under the contractor's name.



Visitors may search for and view information from a variety of city review processes. The following are currently available:

### Plan Review

- [View Development Plans](#)  
Search and view preliminary plan information.
- [View Public Improvement Plans](#)  
Search and view construction plan information.
- [View Building / Permit Plan Comments](#)  
Search and view plan review comments.

### Permits

- [View Permits](#)  
Search and view permit information.

## Search for Plan Review Comments

Comments are available for plans currently being reviewed by the City of Raleigh.

### Search:

Please enter your transaction number below:

Transaction Number :

Submit

If you do not have a transaction number, please enter the address below:

Street Number

Suite

Pre Dir

Street Name **\*Required**

Post Dir

Street Type

Find It

Clear

## Search for Permits

Information is available for currently issued permits.

Please enter the project address :

Number

Suite

Pre Dir

Street Name

Suf Dir

Type

Continue

Clear

If you need help, please contact ROTONDA MCKOY during normal working hours (8:00 am to 4:45 pm) at (919) 516-2582 or by email at [Rotonda.McKoy@ci.raleigh.nc.us](mailto:Rotonda.McKoy@ci.raleigh.nc.us)

**RAPID RESPONSE SYSTEM**  
*(Call in or cancel inspections)*  
**Automated Customer Service through Phone and Fax**

**(919) 857-4412**

We offer an automated request service that gives customers access to a wide range of information through the use of a telephone and fax machine.

The “Rapid Response System” makes it easy for a person to obtain partial plans review comments by fax even before a review is completed. This gives customers a chance to get a head start on preparing re-submittals.

The Rapid Response system is free and can be accessed 24 hours a day, seven days a week.

Accessing the Rapid Response System is easy.

1. Call (919) 857-4412 from a touch-tone phone. Your call will be answered by an automated request system.
2. Follow the directions given. You will be provided with a choice of accessing two routes: Press 2 for “Plans Review”.
3. In the category of “Plans Review”, you may request plans review comments to be faxed to you even on a project where plans review is not yet complete. You will need the transaction number given when the project plans were submitted and a fax number to key into the system.

Although you cannot submit revised plans until the plans review for the original submittal is complete, getting the plans review comments early allows you to follow the status of the review process and prepare re-submittals more quickly. (Caution: Revising plans without all the review comments completed may cause problems during re-submittals). Complete re-submittals may be turned in as soon as the entire plans review cycle is complete. Be sure to provide a fax number when you submit your plans, and the new system will automatically fax plans review comments to the designated project contact person at the completion of each review cycle.

Once you receive this fax notice, your plans may be picked up at the Development Services Customer Service Center and you may resubmit any revised sheets or plans.

## **GENERAL REQUIREMENTS FOR PLAN SUBMITTAL**

The following checklist is recommended for the review of all new single-family dwelling construction as applicable to your project. Plans must be complete relative to the requirements listed below when submitted for permit review. **Incomplete plans will be returned without a review.** Major revisions requiring a re-review after permit issuance may cause the permit to be voided and require a new submittal and be subject to additional fees. The requirements as listed below are divided into General Requirements, Plot Plan, Administrative and Building:

- \_\_\_ a. A City of Raleigh permit application must be completed in its entirety and must accompany each package of drawings to be submitted for review. (No photo or fax copies will be accepted). This application can be downloaded from the City of Raleigh web site.
- \_\_\_ b. Plan submittals must include two (2) copies of project drawings drawn to scale with sufficient details to reflect the scope of work (see Residential Plan Review Checklist).
- \_\_\_ c. Two (2) copies of the plot plan drawn to engineering scale.
- \_\_\_ d. All plans must be dated and signed by the designer. Professional seals, when applicable, must appear on each sheet and must be signed and dated by the designer.
- \_\_\_ e. Copy of Well & Septic tank permit is required, if private well and septic system is to be installed. Permit is obtained from the Wake County Health Department, 1st floor of the Wake County Office Building located on Fayetteville Street Mall, Raleigh, N.C. Contact: (919) 856-7410 for more information. Wake County requires a completed Improvement Permit Application form prior to permit issuance. Refer to Wake County Septic System Application.
- \_\_\_ f. A City of Raleigh One & Two family log sheet must be completed by the applicant and must accompany each submittal package.
- \_\_\_ g. Residential Plan Summary Sheet (Redi-review program only).

## **PLOT PLAN REQUIREMENTS**

- \_\_\_ a. Two (2) site plans drawn to engineering scale. Example: 1"=20'.
- \_\_\_ b. Size of plot plans cannot exceed 8 1/2" x 14".
- \_\_\_ c. Signature of person who prepared the plot plan, subdivision name, phase, recorded lot number, address and street name must be shown.
- \_\_\_ d. Property lines, dimensions of structure including cantilevers, setbacks (distance from building to adjacent property line), driveway and easements must be shown. Cantilevers include second story, fireplace and bay windows.
- \_\_\_ e. City of Raleigh Plan Data Block or Redi-Review Pin Block, if applicable.
- \_\_\_ f. Show "back of curb" and street right-of-way
- \_\_\_ g. Plan data block must be on the plot plan and completed.
- \_\_\_ h. Survey shall bear the note: "All CONSTRUCTION SHALL BE DONE IN ACCORDANCES WITH ALL CITY OF RALEIGH AND NCDOT STANDARDS AND SPECIFICATIONS."

## **ADMINISTRATIVE REQUIREMENTS**

### Private Water & Sewer

- \_\_\_\_ a. Wake County Environmental Services Improvement Permit Application completed and submitted by applicant to Wake County Health Department. A detailed site plan, drawn to scale, on 8 1/2" paper must be submitted with the completed property description form. Refer to Wake County Septic System Application.
- \_\_\_\_ b. Well and Septic Tank Permit issued by Wake County Health Department and submitted to City of Raleigh with SFD Plan submittal package.
- \_\_\_\_ c. Verification of lot recordation, contractor licensing validation and public improvement compliance.

### ✓ **Recorded Subdivision Maps and/or Individual Lots**

A subdivision map must be recorded and filed with the City of Raleigh Planning Department, Subdivision Recording Section. Contact Peggy Goodson at (919) 516-2626 for additional information. Subdivision maps and/or lots are not on file with the City of Raleigh Inspection Department for permit issuance prior to recording.

Recombination needed if . . .

A new single family dwelling is going on two lots. The two lots would be combined into one.

A demolition is needed if . . .

There is an existing structure on the lot.

### ✓ **Public Improvements**

A new subdivision is allowed to begin development and to start residential construction prior to the completion of installation of curb and gutters, sidewalks, street paving and water/sewer lines up to 75% of the total number of residential lots approved. Upon completion of all of the above or approval from the Engineering Division, the remaining 25% of the approved lots will be available for permitting. If these items have not been completed and approval has not been received from the Engineering Division, the permit application for Single Family Dwelling construction cannot be released. Contact Larry Anderson at (919) 831-6810 for additional information.

*Example: Wintergreen Subdivision has been approved for 125 lots.*

*75% of 125 lots = 94 lots eligible for permitting*

*25% of 125 lots = 31 lots not eligible until public right-of-way improvements have been completed and/or approved by the Engineering Dept.*

### ✓ **Contractor License and Insurance**

A N.C. State License is required for building contractors if the project cost is more than \$30,000. A North Carolina State License is required, regardless of the amount, for electrical, plumbing and mechanical contractors.



Any homeowner serving as his own General Contactor must sign a Contractor License Exemption Form, which states that they plan to live in the house for one year after completion. Also, if a homeowner is acting as their own electrical contractor a Homeowner Electrical form must be signed as well and the homeowner must live in the home for one year.

All licensed General Contractors must complete a Compliance Verification Form as proof of their workman's compensation status. If the General Contractor has three or more employees, they need to provide us with an original of the Certification of Insurance for Worker's Compensation.

All contractors doing work on the City right-of-way must have the following:

- \$5,000 bond submitted on the City's form
- Proof of \$300,000 in general liability insurance

Certificate of Eligibility to work on the City right-of-way. (This cannot be issued unless the bond and insurance are issued on an annual basis). See Contractor Bond Form.

Anyone doing work within the City of Raleigh's jurisdiction must have an active business license. Contact the Revenue Collector's division of the Finance Department at (919) 996-3200 for information about obtaining a City of Raleigh Business License. Renewals can also be done through the Inspections Department.

***Due to an increased number of violations for sediment loss on single family sites, the City would like to remind all contractors that in order to ensure compliance with State and local regulations, all single family construction sites should at minimum maintain a construction entrance and install silt fence at the low side of the site.***

#### **SFD CONSTRUCTION IN FLOOD ZONE**

The Floodplain is any area likely to be inundated with storm water during a one hundred-year storm event.

1. The City of Raleigh currently recognizes three types of floodplain.

a. FEMA (Federal Emergency Management Agency) Designated Floodplain:

FEMA (Federal Emergency Management Agency) designated floodplains are illustrated on the Flood Insurance Maps (FIRM) as being inundated with flood waters during the 100 year storm event. Not all areas designated by the City of Raleigh as floodplain are illustrated on the FIRM maps. Only areas with a contributing drainage area of at least one square mile (640 acres) are included on the FIRM maps.

b. Floodplain based on the Drainage Basin Study Maps:

These maps illustrate floodplain areas with a contributing drainage area of at least 100 acres but are beyond the minimum drainage areas to be included on the FIRM maps.

c. Floodplain based on the Flood Hazard Soils or Alluvial Soils:

The flood Hazard or Alluvial Soils are soil types illustrated on the Wake County Soil Survey that are considered by the City of Raleigh to be flood prone or flood hazard.

2. Basic Requirements for Plan Review.

- a. Plot Plan illustrating the floodplain boundary with the source of the boundary limits on the plat (FEMA Map # or City of Raleigh Flood Study #) and the location of the proposed structure.
- b. Certification from a N.C. registered engineer or architect attesting to the structural integrity of any part of the structure below the Regulatory Flood Protection Elevation (R.F.P.E.). The R.F.P.E. is two feet above the base flood elevation. The elevation of the first livable floor of any residential structure must be at or above the R.F.P.E.
- c. Calculations for flood vents (1 square inch of vent space per square foot of foundation footprint area).

**Refer to Residential Plan Summary Sheet for Site and Construction Requirements. For more information, contact one of the following Stormwater Engineers:**

• Ben Brown	(919) 516-2168	<a href="mailto:Ben.Brown@raleighnc.gov">Ben.Brown@raleighnc.gov</a>
• Todd Rall	(919) 516-2171	<a href="mailto:Todd.Rall@raleighnc.gov">Todd.Rall@raleighnc.gov</a>
• Susan Locklear	(919) 516-2169	<a href="mailto:Susan.Locklear@raleighnc.gov">Susan.Locklear@raleighnc.gov</a>
• Gary Morton	(919) 516-2170	<a href="mailto:Gary.Morton@raleighnc.gov">Gary.Morton@raleighnc.gov</a>
• Lisa Booze	(919) 516-2166	<a href="mailto:Lisa.Booze@raleighnc.gov">Lisa.Booze@raleighnc.gov</a>
• Kevin Kidd	(919) 516-2167	<a href="mailto:Kevin.Kidd@raleighnc.gov">Kevin.Kidd@raleighnc.gov</a>
• Nathan Burdick	(919) 516-2153	<a href="mailto:Nathan.Burdick@raleighnc.gov">Nathan.Burdick@raleighnc.gov</a>

New Requirement: For lots one (1) acre or more, Refer to Part 10, Chapter 9 of the Raleigh City Code to determine if the Neuse Nutrient regulations apply.

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The City of Raleigh offers three residential reviews. **Standard Review** (complete structural review), 2nd time **Redi Review** (plans have been approved through the 1st time redi review and been admitted into the 2nd time redi review program) and **Certified Review** (structural plans are sealed by the architect/engineer).

The City of Raleigh also offers “e-plan review”. This service offers complete structural review and is intended for multiple builds. Plans are submitted electronically.



Please see website [www.e-plan-nc.org](http://www.e-plan-nc.org) for more information.

## **REGULAR PLAN REVIEW SUBMITTAL**

**Standard Review** is designed for individuals and builders who do not intend to build a single-family residential plan design more than once or twice (commonly referred to as custom homes). Both sets of plans are returned to the applicant after the plans are approved and permitted.

**Standard Review Plan Submittal** (detailed structural review). See Residential Plan Review Checklist.

- \_\_\_\_ a. Plans drawn to Architectural scale. Example: 1/4" = 1 foot. (Electrical, plumbing and mechanical plans are not required.)
- \_\_\_\_ b. Name and Address of Designer
- \_\_\_\_ c. Complete footing and foundation plan including wall footing, foundation dimensions, pier footing and masonry pier dimensions, concrete slab thickness
- \_\_\_\_ d. Complete framing plans, wall sections including size, grade and species of girders, floor joists, ceiling joists and rafters. Truss layout & truss data, BCI, TJI, etc. layout must be provided from manufacturer. Header schedule must be shown (grade and species identified) or referenced under structural section by designer, unless engineered. Supporting studs for load bearing beams must be shown.
- \_\_\_\_ e. Load bearing points identified on plans including solid blocking notation
- \_\_\_\_ f. Knee wall shown and notation made whether wall is bearing or non-load bearing.
- \_\_\_\_ g. Engineering calculation required on members not shown in tables.
- \_\_\_\_ h. Complete floor plans and elevations including rooms identified and dimensions shown, walk up attic identified, if applicable and square footage shown. Also, the front, side and rear elevations must be shown.

Plans sealed by a structural engineer or architect must be dated to reflect compliance with the current edition of the North Carolina Residential Code for One & Two Family Dwellings (References to the International Codes shall mean the North Carolina Code).

Regular review does not allow multiple options unless they are part of the build. *Example: Plan includes slab and crawl option, bonus room, sunroom, etc.*

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## **REDI-REVIEW PLAN SUBMITTAL**

*Pre-requisite to the 2nd time redi-review.*

**Redi-Review** is designed for builders who anticipate building a single-family residential plan design more than one time within the City of Raleigh jurisdiction. The City of Raleigh approves and stamps two (2) master sets and returns to the applicant. There are two major advantages to this program.

1. The "master set" allows the applicant to make as many copies of the plans as needed.
2. When applying for future lots, a copy of the approved master set should be submitted for review.

**Redi-Review Plan Submittal** (see Residential Plan Review Checklist)

- \_\_\_\_ a. Two (2) copies of the residential building plan, Black or Blue ink, & of reproducing quality, designed to the current edition of the State of North Carolina Residential Code for One & Two Family Dwellings, with all possible options (options that would affect structural loads and/or square footage).
- \_\_\_\_ b. Residential Plan Summary Sheet
- \_\_\_\_ c. Plans drawn to Architectural scale. Example:  $\frac{1}{4}" = 1 \text{ foot}$ . (electrical, plumbing and mechanical plans are not required.)
- \_\_\_\_ d. Name and Address of Designer.
- \_\_\_\_ e. Complete footing and foundation plan including wall footing, foundation dimensions, pier footing and masonry pier dimensions, concrete slab thickness.
- \_\_\_\_ f. Complete framing plans, wall sections including size, grade and species of girders, floor joists, ceiling joists and rafters. Truss layout & truss data, BCI, TJI, etc. layout must be provided from manufacturer. Header schedule must be shown (grade and species identified) or referenced under structural section by designer unless engineered. Supporting studs for load bearing beams must be shown.
- \_\_\_\_ g. Load bearing points identified on plans including solid blocking notation
- \_\_\_\_ h. Knee wall shown and notation made whether wall is bearing or non-load bearing.
- \_\_\_\_ i. Engineering calculation required on members not shown in tables.
- \_\_\_\_ j. Complete floor plans and elevations including rooms identified and dimensions shown, walk up attic identified, if applicable and square footage shown. Front, side and rear elevations must also be shown.

Redlining of plans is not permitted in the **Redi-Review** program.

Plans sealed by a structural engineer or architect must be dated to reflect compliance with the current edition of the North Carolina Residential Code for One & Two Family Dwellings.

Once these plans are reviewed and approved by the Building Plans Examiner, a Plan Identification number is assigned for future identification. The number will consist of three fields, identifying the Contractor, plan name or number (selection made by builder) and the year the plan was approved.

**Examples:**

Col-2092B-0900

(Colony Homes) (Plan Number 2092B) (Approved in September of 2000)

or

Col-Bradford-0900

(Colony Homes) (Plan Name-Bradford) (Approved in September of 2000)

The plan cover sheet and truss/I-joist layouts are stamped with the City of Raleigh Inspections Department Redi-Review Program approval stamp. Stamp block information contains Plan Identification number, Reviewer's signature, date the plan was approved, validation date and number of sheets contained in the plan set. All other plan sheets will bear a circular stamp with the plan reviewer's initials, abbreviation COR (City of Raleigh) and RRP (Redi-Review Program).

## **2ND TIME REDI-REVIEW PLAN SUBMITTAL**

*Plans must go through 1st time Redi-Review and be approved to be admitted into the 2nd time Redi-Review program.*

### **Redi-Review plan submittal on previously approved plans**

- \_\_\_ a. A City of Raleigh Permit Application must be completed in its entirety and must accompany each package of drawings to be submitted for review. (No photo or fax copies will be accepted).
- \_\_\_ b. Two (2) copies of the plot plan drawn to engineering scale.
- \_\_\_ c. Copy of Well & Septic tank permit is required if private well and septic system is to be installed. Permit is obtained from the Wake County Health Department 1st floor of Wake County Office Building located on Fayetteville Street, Raleigh, NC. Contact: (919) 856-7410 for more information. Wake County requires a Property Description form prior to permit issuance. The Inspections Department can complete a Property Description form at no charge. Refer to Wake County Septic System Application.
- \_\_\_ d. A City of Raleigh Residential Log Sheet must be completed by applicant and must accompany each submittal package.
- \_\_\_ e. One (1) copy of the approved master set of plans.
- \_\_\_ f. Residential Plan Summary Sheet. Applicant's signature is only required if minor or major revision block is checked.

If **minor revisions** are applicable, one (1) copy of the plan sheet with the revised area(s) clouded must be submitted with the submittal package. Revised sheet must be drawn to scale and plan sheet size no smaller than 8 ½ x 11. The revised sheet will be stamped with the City of Raleigh approval stamp and reflect that a revision has been made. It is the responsibility of the builder to attach this sheet to the original master copy. A copy of this revision **will not** be kept on file with the City of Raleigh. Refer to the Residential Plan Summary sheet for defined minor revisions.

**Major revisions** will require a re-submittal to include a complete set of plans. A new plan identification number will be assigned. Major revisions occurring after construction has started will be treated as a field revision (refer to Field Change on Approved Building Construction Plans).

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## **CERTIFIED PLAN REVIEW SUBMITTAL**

**Residential Certified Plan Review** is designed for individuals and builders who are submitting a set of fully sealed structural plans whereby the design professional affirms that all structural sheets and details have been prepared in conformance with the applicable provisions of the current edition of the North Carolina Residential Code for One & Two Family Dwellings, including architectural, structural, truss layout, schematics, BCI, etc. designs. The general building plans review would be by-passed leaving only the zoning plot plan review and administrative issues to be processed.

## Certified Plan Review Submittal

- \_\_\_\_ a. Plans drawn to Architectural scale. Example: 1/4" = 1 foot. (Electrical, plumbing and mechanical plans are not required.)
- \_\_\_\_ b. Name and Address of Designer
- \_\_\_\_ c. Complete footing and foundation plan including wall footing, foundation dimensions, pier footing and masonry pier dimensions, concrete slab thickness.
- \_\_\_\_ d. Complete framing plans, wall sections including size, grade and species of girders, floor joists, ceiling joists and rafters. Truss layout & truss data, BCI, TJI, etc. layout must be provided from manufacturer. Header schedule must be shown (grade and species identified) or referenced under structural section by designer unless engineered. Supporting studs for load bearing beams must be shown.
- \_\_\_\_ e. Load bearing points identified on plans including solid blocking notation
- \_\_\_\_ f. Knee wall shown and notation made whether wall is bearing or non-load bearing.
- \_\_\_\_ g. Engineering calculations required on members not included in tables.
- \_\_\_\_ h. Complete floor plans and elevations including rooms identified and dimension shown, walk up attic identified, if applicable and square footage shown. Front, side and rear elevations must also be shown.
- \_\_\_\_ i. If the plans indicate the use of pre-manufactured components, this same professional must include a written and signed statement directly on the supplemental engineering truss layouts to the effect that the truss loading has been taken in to consideration in designing the structural system of the dwelling.
- \_\_\_\_ j. The cover sheet must identify all structural sheets by number and type and be signed by the design professional.

Plans sealed by a structural engineer or architect must be dated to reflect compliance with the current edition of the North Carolina Residential Code for One & Two Family Dwellings. Seal date must be within one year of permit issuance.

When multiple options are shown on a regular review plan, the options being built must be designated. *Example: Plan includes slab and crawl option, bonus room, sunroom, etc.*

Refer to ***Residential Certified Plan Statement*** for the required statement to be affixed to plans.

## **UNRESOLVED ISSUES & PLAN RESUBMITTAL**

### **Plan Re-submittal General Requirements:**

The following checklist is to be used for review of all single family dwelling plans where unresolved issues have been identified during the initial review and are be resubmitted for a 2<sup>nd</sup>, 3<sup>rd</sup>, etc. review.

- \_\_\_\_ a. Re-submit City of Raleigh Permit Application in its entirety.
- \_\_\_\_ b. Re-submit two (2) copies of revised plot plan.
- \_\_\_\_ c. Re-submit two (2) copies of revised building plans.
- \_\_\_\_ d. City of Raleigh Residential Log Sheet completed (top portion).
- \_\_\_\_ e. Residential Plan Summary Sheet for Redi-Review Projects only.

If during the plan review process unresolved issues are identified by any of the trade areas (Building, Stormwater, Zoning, Transportation, etc.), the applicant will automatically receive a faxed list of plan comments after completion of the review cycle. The fax cover sheet instructs the applicant that plans must be picked up within five (5) working days of notification. The fax comment sheet will identify the transaction number, project address, reviewer, reviewer's phone number and plan comments.

If you need additional copies of the plan review comment report, you may use the On-Line Development Center on our website: <http://onlinedevcenter.raleighnc.gov/devservices/> or you may use our Rapid Response System as described on page six.

**Important: Do not respond by fax to unresolved issues or drop off partial information. Plan packages must be picked up, and all unresolved issues must be addressed and re-submitted per the above requirements. Revised documentation pertaining to plans must be attached to the plan set. Failing to comply with these requirements will delay permit processing.**

### **RE-REVIEW FEES**

Additional re-review fees may be charged, if the Plans Examiner determines that identified unresolved issue(s) continue to remain outstanding on consecutive reviews.

The re-review fee will be equal to one half the total permit fees for the project including Building, Electrical, Plumbing and Mechanical permits.

A notice will be faxed to the applicant explaining the required fee payment. The re-review fee will be collected at the time of permit issuance.

### **RE-REVIEW OF PLANS LOST/STOLEN/DAMAGED**

At the time a permit is issued, two sets of plans are stamped as approved by the Inspections Department. One set belongs to the applicant as a record set. The remaining set, (Field Set), is owned by the Inspections Department for use by staff as inspections are made. The contractor will be responsible for having an approved set of city stamped building plans on the job site for the City of Raleigh Building Inspector. In the event these plans are damaged, lost or stolen, the contractor will be required to re-submit an additional set of construction building plans for review approval and stamping. There will be a re-review fee of \$110.00.

### **FIELD CHANGES ON APPROVED RESIDENTIAL PLANS**

Major structural changes, determined by the City of Raleigh Field Building Inspector, will require a re-review of building plans. The re-review will require a revised set of building plans reflecting all revisions. The revised set of plans must be accompanied by a plot plan, if revisions entail changes to the footprint of the structure. There will be a re-review fee of \$110.00 per hour and other fees may be incurred if the structure's square footage varies from that of the original submittal.

*Examples of structural changes requiring re-review:*

Roof redesign from rafter to truss construction or truss to rafter, Foundation floor framing from joist to truss construction or truss to joist, Substantial additions to SFD involving zoning, roof or floor framing and/or substantial changes in load paths or flitch plate, steel I-beam, or LVL configurations.

A form entitled “Residential Plan Re-submittal” will be completed by the City of Raleigh field inspector when field changes occur and placed in the construction box. The applicant will be required to follow the requirements on the form for re-submittal.

All forms can be found on the City of Raleigh’s web site at [www.raleighnc.gov](http://www.raleighnc.gov).